



## JOB OPENING

# PHARMACEUTICAL ASSISTANT RWENG STATE

Job Title: Pharmaceutical Assistant

Reports to: Pharmaceutical Officer

Duty Station: Jamjang Rweng State

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of Pharmaceutical Assistant for its program in Rweng State. Under the overall leadership of the Pharmaceutical Officer.

**Job Summary:** To ensure the effective management of medical drugs and supplies provided by UNHCR in Juba South Sudan. This includes ensuring availability of current inventory of supplies at the warehouse, tracking the utilization rates among implementing partners and ensuring there are no stock outs in all locations.

Working under the Action Africa Help International (AAH-I) management, the Pharmaceuticals and Medical Supplies assistant will work closely with the UNHCR Public Health officer in Jamjang to ensure the efficient and rational storage and management of UNHCR procured and/or donate pharmaceuticals, medical, and nutrition supplies

### Summary of Duties & Responsibilities

- Under the leadership of the AAH-I Pharmaceutical officer and in close collaboration with UNHCR Public Health officer and in collaboration with the Logistics and Supplies Unit, receive all medical supplies/equipment procured (locally or internationally), verify goods received against waybills/receipts, ensure appropriate storage and follow up on any discrepancies.
- Supervise the appropriate packaging of drugs and medical supplies leaving the stores for distribution to other storage facilities and partner health facilities.
- At all times, maintain an updated inventory of all medical supplies/equipment at all AAH-I/UNHCR warehouses.
- Through regular inspection, monitor drugs usage and appropriate storage in partner storage facilities and clinics, including cold chain management and record keeping.

- In close collaboration with the Pharmaceutical officer receive and document drugs/medical supplies order request from partners and ensure their timely orders and delivery.
- Dispatch orders made by the partners, and do follow-up ensuring they are properly documented, including updating of stock cards and preparation of packing lists.
- Conduct physical stock checks and providing monthly stock reports to the AAH-I Pharmaceutical officer
- Provide support to the Pharmaceutical officer in collecting drugs consumption information from partners.
- Regularly conduct inspection for quality risk factors that include damage, spoilt, and expired drugs, including storage conditions, records, re-ordering, stock rotation [FEFO], and safety.
- Contribute to building the capacity of the MoH and partners on overall pharmaceutical management.
- Make timely requisition of drugs and supply based on the forecasted consumption rate.
- Lead and participate in the committee during disposal of expired and damaged drugs safely and timely.
- Perform other tasks as required.
- Prepare the cool boxes for the outreach, health post and hospitals routinely and as require
- check on a monthly basis the expiry dates of drugs
- Participate in training the staff on the spot and following the training program.
- Collaboration with staff from other agencies and MO
- Respect the security rules and guidelines of AAH-I

#### **Person specifications**

- Diploma in Pharmacy from a recognised institution
- Proven warehouse management practical experience.
- Computer literacy, including the use of MS Word and Excel.
- Highly organized professional with good attention to details.
- At least 1-3 years experience in similar position.

#### **SKILLS AND COMPETENCIES**

- Good inter-personal and communication skills
- A good command of both written and spoken English
- Patient, understanding and of a pleasant character
- Computer literate with ability to use Microsoft Office
- Excellent Management, planning and organizing skills
- Committed to just workplace ethics, coaching, mentoring and developing others
- Commitment to the organizational values

#### **Application Instructions**

Interested candidates should email application letters and CVs (with 3 referees) addressed to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) to be received by **March 5, 2018** the email Subject Line must show the job title of the position and Location. AAH-I is an equal-opportunity employer. Only

shortlisted candidates will be conducted. South Sudanese Nationals are specifically encouraged to apply.